

Procedures for Weather Delay/Cancellation at Concord Military Reservation

In accordance with NHNG Technician Personnel Regulation 610-630, Section 3 (dated 2 January 1996) the Command Administrative Officer (CAO) has the authority to dismiss **“Federal”** non-critical ARNG personnel on the State Military Reservation in Concord.

History: Notification of employees of the delayed opening or the closing of facilities in Concord was accomplished with the “group message” feature of the statewide telecommunication voicemail system. This method of notification will be used this winter.

Responsibilities are as follows:

Human Resource Officer – will insure the voicemail message group is built and maintained with all federal employees working on the State Military Reservation. The HRO will work with the CAO on procedures to access and leave messages as appropriate due to weather conditions.

CAO or his designated representative – when severe weather conditions are forecast and/or exist, the CAO will leave a message in the message group. A message will be left on 225-1850 if there is a cancellation or delay in the workday due to severe weather conditions. A message will be left by 0530 in the morning if such a cancellation or delay is going to occur. **For positive notification, a message should be recorded early morning regardless.** Suggested messages are:

1. “The Concord Reservation has no delay in the normal scheduled report time for **Federal** employees on _____(date). Employees are urged to be safe. Supervisors are encouraged to approve annual leave, earned timeoff, earned comp. time, etc. as requested by technicians and regular leave by AGRs. ” Employees not reporting to work should change their voicemail message reflecting the same. Supervisors are reminded to inform any employees without individual voicemail boxes of this work schedule decision.”
2. “Due to severe weather, there will be a __ hour delay in scheduled report time today, _____(date) for **Federal** employees working on the Concord Military Reservation. . Supervisors are reminded to inform any employees without individual voicemail boxes of this work schedule decision.””
3. “Due to severe weather, Federal employees assigned to the Concord Military Reservation are excused from reporting to work on _____(date). Technicians will be granted administrative leave and AGRs granted a pass. Employees should change their voicemail messages to reflect not being at work for the day. Supervisors are reminded to inform any employees without individual voicemail boxes of this work schedule decision.”

Directors/Supervisors – Shall insure their assigned fulltime Federal employees understand how to access the voice message on 225-1850.